

REQUEST FOR PROPOSALS

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION

RFP 06-826890-31

FISCAL YEARS 2007-2008

INTRODUCTION

This Request for Proposal (RFP) is to solicit applications for the Fairfax County Consolidated Community Funding Pool (CCFP), a County of Fairfax competitive contract award process for eligible programs and services offered by community-based organizations.

Funding in the CCFP is available from a combination of local, state and federal sources:

- Federal and State Community Services Block Grant (CSBG) (*approximately 6% of total funds*)
- Federal Community Development Block Grant (CDBG) (*approximately 22% of total funds*)
- Fairfax County General Fund (*approximately 72% of total funds*)

Contracts will be awarded for a two-year period, beginning July 1, 2006 through June 30, 2008. An estimated \$9 million will be available for each of the two fiscal years. The final amount will be determined upon the Fairfax County Board of Supervisors' approval of the Fiscal Year 2007 and Fiscal Year 2008 budgets.

HOW TO APPLY

This Request for Proposals includes the instructions to apply for funds. Applications may be submitted by mail or delivered in person. All applications must be received by **Thursday, December 1, 2005, 2:00 p.m. at the following location:**

**Fairfax County
Department of Purchasing
and Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035**

HOW PROJECTS ARE SELECTED FOR FUNDING

A Selection Advisory Committee, comprised totally of Fairfax County citizens, is appointed by the County Executive to recommend proposals for awards. Individuals on the committee serve on a volunteer basis, must reside in Fairfax County, may not be a current officer, employee or board member of an applicant agency, nor may they be a current county employee, member of the Consolidated Community Funding Advisory Committee (CCFAC), or a member of the Community Action Advisory Board. The committee reviews and rates proposals according to the funding priorities and evaluation criteria established by the CCFAC. The evaluation criteria are listed on page 5 of this RFP.

Offerors will be notified of the committee's award recommendations in April 2006, following approval by the Board of Supervisors. Approved projects will be awarded funds through a contractual agreement with the county, subject to negotiations on final terms and conditions conducted in May and June of 2006. Contracts will begin July 1, 2006.

BACKGROUND

In 1997, Fairfax County, Virginia developed and implemented a new competitive grant process for funding human services offered by non-profit agencies. Before that time, non-profits received county funding through a variety of methods, including contracts and direct contributions. The Fairfax County Board of Supervisors decided to consolidate the contributory agency funds and several other funding streams into a Community Funding Pool to be awarded on a competitive basis beginning in the 1998 Fiscal Year. For Fiscal Year 2000 and since, the Board established the Consolidated Community Funding Advisory Committee to oversee Consolidated Community Funding Pool policy, planning and development of priorities and proposal evaluation criteria. The committee is comprised of representatives from 9 Fairfax County Human Services Boards and Commissions and representatives each from the schools community, the business community, the revitalization community, the Alliance for Human Services, the Fairfax-Falls Church United Way, children younger than school age, and the youth needs and services community. In addition to its role in policy setting for use of the funding pool, the committee was charged by the Board with development of priorities for the Fairfax County Consolidated Plan. This plan, a requirement of the U.S. Department of Housing and Urban Development (HUD), establishes the county's priorities for use of federal funds from the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA).

Furthermore, the committee works in partnership with the Community Action Advisory Board to determine the program areas for awards funded through the Community Services Block Grant allocation to Fairfax County. The advisory board plans simultaneously and in conjunction with the committee on identifying community needs and reviews CSBG funded projects' performance.

To determine how funds in the CCFP should be used, the CCFAC:

- Reviewed human services needs and program utilization data from County agencies and other sources.
- Conducted a public input meeting and invited all interested parties to present their comments on the proposed priority areas.
- Surveyed County boards, authorities and commissions associated with human services.

For the FY 2007-2008 funding cycle, the committee organized the Funding Priorities into four Priority Areas listed on page 3 of the RFP under "Proposal Guidelines." The Fairfax County Board of Supervisors approved the Funding Priorities on July 25, 2005. The Board's Action is found in the Fiscal Years 2007 and 2008 Consolidated

Community Funding Pool RFP Technical Workbook, a supplemental guide to assist offerors in applying for funds.

The Consolidated Community Funding Pool is jointly supported by an interagency team from five Fairfax County departments:

- Department of Administration for Human Services
- Department of Family Services
- Department of Housing and Community Development
- Department of Systems Management for Human Services
- Department of Community and Recreation Services

This Request for Proposals is the seventh since the creation of the CCFP. For information on previously funded projects, please visit www.fairfaxcounty.gov/ccfp.

PROPOSAL GUIDELINES

All proposed projects should address no more than two of the funding priorities listed below. A detailed description of the funding priorities is found in the Technical Workbook, page 99.

FUNDING	TARGET FUNDING PERCENTAGE RANGE
Self-Sufficiency Goal: Families and individuals, including seniors and persons with disabilities, are healthy, stable, and independent.	41 – 49%
Affordable Housing Goal: Families and individuals, including seniors and people with disabilities, have a home.	25 – 35%
Youth Goal: Youth have knowledge, skills, and abilities to make safe responsible decisions.	11 – 19%
Basic Needs Goal: Families and individuals, including seniors and people with disabilities, meet their basic needs.	7 – 13%

1. ELIGIBLE OFFERORS:

- a. Organizations with non-profit 501(c)3 tax exempt status, or organizations who have established their 501(c)3 tax-exempt status by July 1, 2006.
- b. Faith-based or religious organizations.
- c. The City of Fairfax and Towns of Clifton, Herndon and Vienna are eligible offerors for Consolidated Community Funding Pool funds allocated from the federal Community Development Block Grant funds.
- d. Offerors for new housing construction must be Community Based Development Organizations, as defined in the Technical Workbook.
- e. Offerors may be based in other jurisdictions, provided that the proposed project benefits eligible Fairfax County residents as defined in section 3 of this proposal, “Eligible Clients” (page 4).

PROPOSAL GUIDELINES

2. ELIGIBLE PROJECTS:

- a. Awards for Capital Projects or Administration of Capital Projects will only be made for projects that result in the production or preservation of affordable housing located in Fairfax County or the cooperating jurisdictions of Fairfax City and the Towns of Clifton, Herndon and Vienna.
- b. Affordable Housing Capital Projects and Administration for the Development of Affordable Housing Capital Projects awards must comply with CDBG regulations and guidelines.
- c. Administration for the Development of Affordable Housing Capital Projects must be related to the support of acquisition, construction and/or rehabilitation of affordable housing. Such projects may include but are not limited to salaries, wages and related staff costs, rental of office space, office supplies and equipment, insurance, utilities and accounting, audit and legal services. Funds may not be used for the on-going operation costs for completed capital projects.

3. ELIGIBLE CLIENTS:

- a. Awards funded through the Community Services Block Grant must benefit residents at income levels referenced in the Technical Workbook, page 140. Consolidated Community Funding Pool awards made with block grant funds will be designated for housing, health and emergency programs.
- b. Projects funded through the Fairfax County General Fund must serve clients who reside in Fairfax County. Community Development Block Grant funds can be used to serve clients who reside in Fairfax County as well as the City of Fairfax and the Towns of Clifton, Herndon or Vienna. Community Services Block Grant funded projects may be used to serve clients who reside in Fairfax County as well as the Cities of Fairfax and Falls Church.

4. PROJECT AWARD PROVISIONS:

- a. All awards are subject to the County of Fairfax General Conditions and Instructions to Bidders and Special Provisions found in the Technical Workbook, pages 104 and 112 respectively.
- b. All awards receiving funds through federal block grants will be subject to all federal and state laws, regulations and guidelines governing those grants. To obtain a full copy of the laws, regulations, and guidelines, visit the websites referenced in the Technical Workbook Table of Contents.

EVALUATION CRITERIA

The Selection Advisory Committee will use evaluation criteria established by the CCFAC to rank each proposal submitted. Each criterion element is rated separately. Proposals may receive up to the maximum points allowed based on the ability to respond to each criterion element. A detailed description of each criterion is included in this RFP. Funding allocations are based on the applicant's ability to adequately address the following:

ALL APPLICATIONS

will be considered on the following criteria:

		Maximum Points
Criterion I	Demonstration of Need	15 points
Criterion II	Approach	25 points
Criterion III	Outcomes	25 points
Criterion IV	Organizational Capacity	15 points
Criterion V	Budget and Budget Justification	20 points
TOTAL		100 points

APPLICATIONS FOR AFFORDABLE HOUSING

will also be considered on the following additional criteria:

		Maximum Points
Criterion VI	Consolidated Plan Priorities	15 points
Criterion VII	Impact on Affordable Housing Stock	15 points
Criterion VIII	Project Readiness	10 points
Criterion IX	Project Financing	10 points
Subtotal		50 points
TOTAL		150 points

PROPOSAL INSTRUCTIONS

1. PROPOSAL PREPARATION

Offerors are requested to include the following in the order listed below, in their proposal submission:

- Form 1: Proposal Cover Sheet
- Table of Contents
- Form 2: Proposal Summary Sheet
- Demonstration of Need
- Approach
- Outcomes
- Organizational Capacity
- Budget and Budget Justification
- Form Section (Forms 3-5 and applicable Affordable Housing Project Forms)
- Attachments

Offerors submitting Affordable Housing Capital Projects should also respond to four (4) additional components and complete the appropriate forms:

- Consolidated Plan Priorities
- Impact on Affordable Housing Stock
- Project Readiness
- Project Financing

A detailed description of each component is found on pages 8-11.

2. PROPOSAL SUBMISSION:

- a. All pages are to be numbered, including attachments.
- b. There is no limit to the number of proposals an organization may submit. Each proposal must be submitted and packaged separately with all requested forms and attachments. Offerors are requested to submit one original and five (5) copies of the proposal, requested forms, and attachments for each proposed project.

If submitting more than two applications, only two sets of attachments are required for the following items: the organization's mission statement, current board of directors, current financial audit, current Federal Tax Form 990, FY 2005 organization-wide budget and 501(c)3 certification. Proposals should be submitted in sealed envelopes or boxes. The RFP number, offeror's name and address should be indicated on the outside of each envelope or box.

- c. Proposals should be prepared on a word processor or typed. The proposal narrative (exclusive of requested forms and attachments) should not exceed ten (10), single sided, 8½ by 11 inch pages and should be in a readable type of 12 point or larger. Proposal forms, attachments and Table of Contents are exempt from the page limitation count.
- d. Submitted proposals are copied for Selection Advisory Committee use. Therefore, the offeror should not use colored, textured, heavy weight or tabbed paper. In addition, all attachments, originally published or printed on two sided, color and/or glossy paper, should be recopied on single 8½ by 11 inch white paper for submission in the proposal.
- e. Bindings are restricted to a clip or staple. Notebooks or folders requiring page perforation should be avoided.
- f. Submissions by facsimile machine or via the Internet **will not** be accepted.

Proposals must be received no later than 2:00 p.m. Thursday, December 1, 2005 by the Fairfax County Department of Purchasing and Supply Management at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035.

- ***Late proposals will not be accepted.***
- ***A proposal with an unsigned Form 1, Proposal Cover Sheet, WILL NOT BE ACCEPTED.***

PROPOSAL INSTRUCTIONS

3. TECHNICAL WORKBOOK:

A Technical Workbook, which includes several reference documents to assist in the development of your proposal, will be available at the Pre-Proposal Conference. The Technical Workbook is also available through the Department of Administration for Human Services Contracts Management, Suite 738, 12011 Government Center Parkway, Fairfax, Virginia 22035. A telephone request may be made by calling 703-324-5551 or TTY 703-324-5628.

4. LARGE PRINT VERSION:

This RFP is available in large print typeface through the Department of Administration for Human Services Contracts Management. Telephone requests may be made by calling 703-324-5551 or TTY 703-324-5628.

5. INTERNET VERSION:

This Request for Proposals is available for downloading through the Internet at: www.fairfaxcounty.gov/dpsm.

Application Forms may be completed on-line at www.fairfaxcounty.gov/ccfp/. The RFP may be requested on diskette in WORD or Word Perfect format by calling the number listed in paragraph 4.

6. QUESTIONS:

A Pre-Proposal Conference will be held Thursday, October 20, 2005 at 10:00 AM in the Board of Supervisors Auditorium at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia.

The purpose of the Pre-Proposal Conference is to give potential offerors an opportunity to ask questions regarding the RFP. Attendance is optional; however, it will be the only conference held on this solicitation. This pre-proposal conference will also be simulcast live on Cable Channel 16, the Fairfax County Government television station.

Videotape recordings of the pre-proposal conference will also be available to check out for a three day period by calling 703-324-5551.

Questions regarding contractual matters should be directed to Sandy Jones, Contract Administrator, Department of Purchasing and Supply Management at 703-324-8411 or TTY 1-800-828-1140.

Technical questions regarding Human Services projects should be directed to Alice Morris, Department of Administration for Human Services, at 703-324-5551 or TTY 703-324-5628.

Technical questions regarding Administration for the Development of Affordable Housing Projects or Affordable Housing Capital Projects should be directed to Steve Knippler, Department of Housing and Community Development, at 703-246-5170 or TTY 703-385-3578.

PROPOSAL CONTENT

Offerors are requested to respond to the following:

A. PROPOSAL COVER SHEET:

Proposal Cover (Form 1) — Fill out completely. Offeror's executive director or designee must sign each Proposal Cover Sheet. **Proposals without signed cover sheets will not be considered for funding.** One organization should be designated as the proposal contact if proposal is submitted jointly by multiple organizations.

B. PROPOSAL SUMMARY:

The Proposal Summary (Form 2) describes the project. Narrative is to be brief and concise using the space provided. Funding Priorities that can best be met by the proposed project are to be noted.

C. DEMONSTRATION OF NEED:

Maximum Points – 15

Proposal describes identified need and relates it to no more than two Consolidated Community Funding Pool (CCFP) funding priorities.

1. Explain how the identified need relates to the proposal's selected funding priority or priorities.
2. Clearly describe and justify the need, the affected population and community to be addressed by the proposed project and how the identified need is not being adequately met for the proposed population, community and geographic area to be served. Include critical and relevant information about the population to be served. For existing projects, explain how the identified need would not be met for the proposed population and community if the project were not funded.

D. APPROACH:

Maximum Points – 25

Proposal describes what the project will do; how it will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services.

1. List and describe project activities and/or services that will address the identified need.
2. Identify the number of individuals, households or communities each activity and/or service will serve.
3. Describe how the project activities will be organized, implemented and completed. Include statistics that complete the description of the services.
4. Describe how the proposed project will maximize client's access, utilization of and willingness to accept proposed services that address the identified need.
5. If project funding is required for both FY 2007 and FY 2008, describe what will be conducted and accomplished in each year.
6. Provide a complete project timeline that identifies milestones to be accomplished during the 2-year contract period.
7. Identify any cooperative approaches and describe how they will benefit the performance of the project.

AFFORDABLE HOUSING CAPITAL PROJECTS must also provide the following when describing their approach:

8. Complete Form 6: Development Project Summary
9. If the project requires temporary displacement, indicate the number of households and describe specific assistance to be provided to households temporarily displaced. Include financial and other assistance, and the sources of such

PROPOSAL CONTENT

assistance. (**NOTE:** Projects requiring Permanent Relocation **WILL NOT BE CONSIDERED.**)

E. OUTCOMES

Maximum Points – 25

Proposal clearly identifies and describes one or more measurable project outcomes that are consistent with the identified need and project approach; and that the outcome will have a significant impact on the population and/or the community affected by the identified need.

Complete a separate Form 3 (Project Outcome Worksheet) for each proposed project outcome. The form(s) are to be placed in the proposal in the Forms Section. (**NOTE:** A minimum of 50% of the proposed project outcomes should be achievable within each of the two fiscal years for which the proposal is eligible. Should the offeror propose additional outcomes to be achieved beyond Fiscal Years 2007 and 2008, identify the outcome(s) on Form 3 and the proposed year of achievement listed within the form's note section.)

F. ORGANIZATIONAL CAPACITY

Maximum Points – 15

The proposal demonstrates the applicant's organizational skills, experience and resources necessary to implement and manage the project. Two or more organizations may choose to submit a collaborative proposal.

1. Provide a brief overview of other types of projects and activities provided by the offeror.
2. Identify any staff positions that will need to be filled after award start-up and when they will be in place.
3. Describe the work to be performed by professional and non-professional volunteers by category. For each of the two categories, list the estimated number of volunteers and estimated number of hours to be worked in FY 2007 and FY 2008.
4. Describe required facilities, equipment and other physical resources for the effective implementation of this project and applicant's access to these resources. Indicate if a license will be

required for the proposed facility and how the offeror will comply with license requirements.

5. Describe project's fiscal management system to include: type of accounting records (manual or automated), use of outside accounting and/or payroll services, capability to track county funds, amount and justification for cash reserve, and availability of a line of credit. If a cost allocation process is used, please describe.
6. Describe past project performance or success in initiating, maintaining and completing similar projects or projects of a similar scope.
7. Attach the following:
 - a. Organization's mission statement and/or strategic plan, if available.
 - b. Current Board of Directors' roster and the Board of Directors' roles and responsibilities.
 - c. Project staff position descriptions, including project management and fiscal staff positions. Identify position functions and required skills, experience and/or credentials.
 - d. Project staff resumes, as applicable.
 - e. Current financial audit and management letter. If an audit or a management letter was not provided as a part of the audit, explain.
 - f. Current Federal Tax Form 990. (If not available, explain.)
 - g. Fiscal Year 2006 organization-wide budget.
 - h. 501 (c) 3 certification or letter of proposal for 501 (c) 3 certification.
 - i. Recent project performance evaluation for existing projects. (If not available, explain in the written narrative.) If the project does not currently exist, attach a project performance evaluation for a similar project conducted by the offeror.

Place each in the attachment section of the proposal and identify by name and page number in the Table of Contents. (**NOTE:** If submitting more than two applications, two sets of attachments are required for items a, b, e, f, g, and h. Package these items separately with a clip or staple and label accordingly.)

PROPOSAL CONTENT

AFFORDABLE HOUSING CAPITAL PROJECTS
must also provide the following as part of their Organizational Capacity submission (additional items 7j through 10):

- j. Provide one or more of the most recent performance evaluation(s) of a housing project(s), preferably from a current funding source(s), and for projects the same as or similar to the proposal for this RFP. If performance evaluations have not been provided in the past by the County or other sources, please provide any other supporting documentation that demonstrates project experience and successful completion of housing projects.
8. List the housing projects the offeror has undertaken over the last three years. Please provide the following for each: project name, location, type of project (rental/homeownership), number of units, year started and completed, estimated cost and population served.
9.
 - a. Complete the Community-Based Development Organization (CBDO) Checklist found in the Technical Workbook, page 146, if applicable, and place in forms section.
 - b. If the applicant is requesting funding for a new construction project, and currently does not meet all the requirements as indicated in 9.a. above, describe steps applicant has taken or that will be taken, and when, to meet them. *(Offerors recommended for funding will be required to submit CBDO documentation indicated in the checklists before award or execution of a contract.)*
10. Complete Form 10: Applicant Experience and Qualifications.

G. BUDGET AND BUDGET JUSTIFICATION

Maximum – 20 Points

Proposal presents a clear and reasonable project budget and identifies additional resources other than County funds or County contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, supplies and services, donations, grants and/or contracts.)

1. Complete Form 4: Project Budget Request **(NOTE: “Total Project Budget” means the total cost of conducting that project in Fairfax County, CCFP funds requested included. “CCFP Budget Request” should reflect the portion of the total budget to be funded by CCFP only.)**
2. Complete Form 4B: Project Personnel Budget Request. Use this form to list personnel costs for the project.

Once completed, the total will automatically transfer to Form 4 and will be added to the total personnel costs line item.
3. Complete Form 5: Estimated Project Revenue **(NOTE: Cash resources include donations, grants, contracts and awards. Non-cash resources include volunteers, in-kind contributions and goods, supplies and service donations. Non-professional volunteers are to be valued at \$18.04 per hour. Professional volunteers’ hourly value is to be determined by the offeror and justified within the written narrative.)**
4. Explain and justify each proposed budget line item and why funds are required. If the project is asking for management and general overhead expenses, please explain in narrative the purpose and provide a line item explanation and justification.
5. If the project is currently being funded by a resource other than the funding pool, explain why funds are needed.
6. Indicate whether any other County contributions or awards will support or are anticipated to support this project. Explain their commitment

PROPOSAL CONTENT

status. County awards may include loans, cash grants or contracts. Other County contributions may include space, utilities, equipment, staff or service.

7. Explain other necessary cash and non-cash project budget expenditures not being proposed for CCFP funding. (**NOTE:** Other County cash [non-CCFP] and non-cash resources for the proposed project, as identified in Form 5, are to be described in this section.)
 - a. Identify proposed resources for other cash and non-cash budget expenditures.
 - b. Explain the commitment status (e.g. received grant or contract, letter of commitment, planned fundraiser, etc.) for the proposal resources.
 - c. Identify and explain how other sources for required cash or non-cash resources, not currently committed will be obtained and when.
 - d. Explain how the value of non-cash resources (i.e. professional volunteers, in-kind contributions and goods, supplies and service donations) was determined.

AFFORDABLE HOUSING CAPITAL PROJECTS *must also respond to item G8*

8. Indicate whether the project is currently or was previously funded by federal community development funds. If the proposal is for a capital project currently or previously funded by CDBG funding, indicate the year and amount of funding and briefly explain how previous funding was used and what more will be accomplished with the proposed funding pool award.

The following items are applicable **ONLY** to **AFFORDABLE HOUSING PROJECTS**.

H. CONSOLIDATED PLAN PRIORITIES

Maximum Points – 15

Proposal serves one or more of the priority household populations identified in the Fairfax County Consolidated Plan: Fiscal Years 2006-2010. Very low income means 50% or less of the MSA Median Income.

Complete Form 7: Consolidated Plan: Priorities for Household Categories

I. IMPACT ON AFFORDABLE HOUSING STOCK

Maximum Points – 15

*Proposed project produces new affordable units** in an area with limited existing affordable housing and there is a documented market for proposed affordable housing project; AND/OR proposed project preserves and/or rehabilitates existing affordable units in a targeted area designated by the Board (e.g. conservation/redevelopment area or rehabilitation districts) or by the legislative body or a participating jurisdiction (e.g. improvement or rehabilitation districts).*

1. Describe amenities, assets of the neighborhood and available support services, if applicable.
2. Provide a market justification for this project.
3. What evidence can be shown that this project will be rented or sell?
4. Describe your marketing plan for this project.
5. Complete Form 8: Impact on Affordable Housing Stock

J. PROJECT READINESS

Maximum Points – 10

Proposal provides evidence that applicant has identified or controls a site and is ready to proceed with development, acquisition and/or rehabilitation.

Complete Form 9: Project Readiness and provide the requested attachments as applicable.

K. PROJECT FINANCING

Maximum Points - 10

Proposal provides evidence that project financing and operating plans, if applicable, are feasible, and financing sources are committed or secured.

1. Complete Forms 11 and 13 through 16 for rental projects.
2. Complete Forms 12, 13, and 15 for homeownership projects.

*** Only Community-Based Development Organizations as defined by U.S. Department of Housing and Urban Development regulations may undertake new construction projects.*

CRITERIA

HUMAN SERVICE PROJECTS & ADMINISTRATION FOR THE DEVELOPMENT OF AFFORDABLE HOUSING PROJECTS

I DEMONSTRATION OF NEED:

MAXIMUM POINTS – 15

The proposal describes an identified need and relates it to no more than two CCFP funding priorities.

	CRITERION ELEMENT	Points Per Element
A	The proposal clearly describes the need of the population proposed to be served in the targeted geographic area* and how the identified need relates to the funding priority(ies) selected for proposed project.	0 – 10
B	The proposal demonstrates that the need is not otherwise being adequately met for the population and targeted geographic area*.	0 – 5

II APPROACH:

MAXIMUM POINTS – 25

Proposal describes what the project will do; how it will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services.

	CRITERION ELEMENT	Points Per Element
A	Proposal describes project activities that will address the identified need and population; targeted geographic area* for which the service will be provided; and specifies the number of people or communities each activity will serve.	0 – 5
B	Proposal clearly describes a clear and reasonable work plan for how the program will be implemented, operated and administered and provides a realistic timeline to initiate and complete project activities.	0 – 5
C	Proposal demonstrates a cooperative service delivery approach to maximize service delivery, achieve efficiencies and minimize duplication.	0 – 5
D	Proposed project maximizes clients' access, utilization and willingness to accept proposed services.	0 – 5
E	Proposal provides community-building and leadership development in targeted geographic areas*; and / or proposal incorporates strategies to involve residents of the community and/or (when feasible) the targeted population in volunteer services as part of the project proposal.	0 – 5

* Targeted geographic area may include: Human Service Regions, specific zip codes, conservation/redevelopment/revitalization areas or rehabilitation districts, or a specific neighborhood or community defined in the proposal.

CRITERIA

III. OUTCOMES:

MAXIMUM POINTS – 25

Proposal clearly identifies and describes one or more measurable project outcomes that are consistent with the identified need and project approach; and that the outcome will have a significant impact on the population and/or the community affected by the identified need.

	CRITERION ELEMENT	Points Per Element
A	The proposal identifies and describes measurable outcomes that are logically related to the identified need and project approach.	0 – 5
B	The proposal describes measures that accurately document improvements in client functioning or circumstances.	0 – 5
C	The proposed outcomes are realistic, attainable, and within the capacity of the organization to achieve.	0 – 5
D	The proposal demonstrates that the outcomes will significantly impact the population and/or the community affected by the identified need.	0 – 10

IV. ORGANIZATIONAL CAPACITY:

MAXIMUM POINTS – 15

The proposal demonstrates the applicant's organizational skills, experience and resources necessary to implement and manage the project. Two or more non-profit organizations may choose to submit a collaborative proposal.

	CRITERION ELEMENT	Points Per Element
A	The proposed project will have direct service, management and fiscal staff with appropriate skills, experience and/or credentials to administer an accountable and responsible project. Staff can be paid or unpaid, employees, consultants, or volunteers. Proposed project will have access to facilities, equipment, materials and other physical resources to effectively conduct the project.	0 – 5
B	The proposal provides documentation of an appropriate fiscal management system.	0 – 5
C	The proposal provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude.	0 – 5

V. BUDGET AND BUDGET JUSTIFICATION:

MAXIMUM POINTS – 20

Proposal presents a clear and reasonable project budget and identifies additional resources other than County funds or County contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants, and/or contracts.)

	CRITERION ELEMENT	Points Per Element
A	Proposed budget is reasonable and clearly describes all costs for the project.	0 – 5
B	Proposal includes additional resources that will significantly support the project.	0 – 5
C	Proposed budget includes a significant amount of non-County cash to leverage the proposed project's cost.	0 – 10

CRITERIA

FAIRFAX COUNTY COMMUNITY FUNDING POOL FISCAL YEARS 2007 & 2008 PROPOSAL EVALUATION CRITERIA AFFORDABLE HOUSING CAPITAL PROJECTS

VI. CONSOLIDATED PLAN PRIORITIES:

MAXIMUM POINTS – 15

Proposal serves one or more of the priority household populations identified in the Fairfax County Consolidated Plan: Fiscal Year 2006 -2010. Very low income means 50% or less of the MSA Median Income.

	CRITERION ELEMENT	Points Per Element
A	More than 50% of the population to be served meets a middle and/or high priority.	0 – 5
B	More than 50% of the population to be served by project meets a high priority.	0 – 5
C	More than 50% of the population to be served by project meets a high priority and will be very low income.	0 – 5

VII. IMPACT ON AFFORDABLE HOUSING STOCK:

MAXIMUM POINTS – 15

Proposed project produces new affordable units in an area with limited existing affordable housing and there is a documented market for the proposed affordable housing project; AND/OR Proposed project preserves and/or rehabilitates existing affordable units in a targeted area designated by the Board (e.g. conservation/redevelopment/revitalization area or rehabilitation districts) or by the legislative body or a participating jurisdiction (e.g. improvement or rehabilitation districts).*

	CRITERION ELEMENT	Points Per Element
A	Market is demonstrated for project.	0 – 5
B	Project preserves or adds affordable housing units through acquisition/rehab of existing at risk or market rate units.	0 – 5
C	Project is located in a designated area and/or serves a special needs population.	0 – 5

* Only Community-Based Development Organizations as defined by U.S. Department of Housing and Urban Development regulations may undertake new construction projects.

CRITERIA

VIII. PROJECT READINESS: MAXIMUM POINTS – 10

Proposal provides evidence that applicant has identified or controls a site and is ready to proceed with development, acquisition and/or rehabilitation.

	CRITERION ELEMENT	Points Per Element
A	Applicant has site control and preliminary plan of development or site plan approval from local officials.	0 – 5
B	Applicant has zoning approvals, certified architect's plans, specifications, and unit-by-unit work write-up (as appropriate); project is ready to proceed.	0 – 5

IX. PROJECT FINANCING: MAXIMUM POINTS – 10

Proposal provides evidence that project financing and operating plans, if applicable, are feasible, and financing sources are committed or secured.

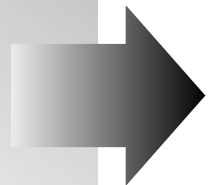
	CRITERION ELEMENT	Points Per Element
A	Documentation provided that identifies total project financing, sources and uses of funds, development budget, as well as pro forma information for rental projects.	0 – 5
B	Operating and financing plans are feasible. Financing, other than County funds, of at least 40% of the total project costs, has been committed or secured.	0 – 5

The next section consists of applicable forms that must be submitted with your proposal.

PLEASE NOTE:

FORMS 1 THROUGH 5 MUST BE COMPLETED BY ALL APPLICANTS.

FORMS 6 THROUGH 16 MUST BE COMPLETED BY AFFORDABLE HOUSING CAPITAL PROJECT APPLICANTS ONLY.



FORM 1



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING AND SUPPLY MANAGEMENT AGENCY

12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035-0013
www.fairfaxcounty.gov/dpsm

Issue Date: October 3, 2005	Request for Proposal Number: RFP 06-826890-31	For: Consolidated Community Funding Pool
Agency: Dept. of Admin. for Human Services, Dept. of Family Services, Dept. of Housing & Com. Dev., Dept. of Systems Mgmt. for Human Services, Dept. of Community & Recreation Svcs.	Date/Time of Closing: Thursday, December 1, 2005 2:00 PM	Contract Administrator: Sandy Jones: 703-324-8411

Fairfax County Consolidated Community Funding Pool FISCAL YEARS 2007-2008 PROPOSAL COVER SHEET

FOR JULY 1, 2006 – JUNE 30, 2008

READ AND SIGN BELOW, UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED

FUNDING REQUEST: Fiscal Year 2007 \$ _____ Fiscal Year 2008 \$ _____

Program Title: _____

Non-Profit Organization Name: _____

Faith-Based Organization: _____

Address: _____

Federal Tax ID #: _____ Date Incorporated: _____

Contact Person: _____ Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Identify if proposal(s) is being submitted in collaboration with other non-profit organization(s): ☐ YES ☐ NO

List Other Organization(s) by Name: _____

SIGN BELOW, PROPOSALS WITH AN UNSIGNED COVERSHEET WILL BE DISQUALIFIED

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information regarding this proposal reflects accurate data regarding need, and estimates of planned/delivered services. This proposal was considered and approved for submission by the Board of Directors on _____ (date). By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by Fairfax County, and subsequent contract award.

Executive Director (or name of representative) — Signature

Date

Print Name

Title

DEADLINE: All applications must be received and logged in by 2:00 PM December 1, 2005 to be considered for this funding at the following office:

Fairfax County Department of Purchasing and Supply Management
12000 Government Center Parkway, Suite 427, Fairfax, VA 22035

FORM 2

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

PROPOSAL SUMMARY SHEET

1. Project Title: _____
2. Funding Request: FY 2007 \$ _____ FY 2008 \$ _____
3. Organization Name: _____
4. Organization Address: _____
5. 501(c)3 Certification ☐ Yes ☐ No; if no, date applied for 501(c)3 Certification _____
6. **FUNDING PRIORITY:** (Check no more than two priority areas and identify the percent of CCFP funding request allocated to each.) (See page 3, Proposal Guidelines.)

Percent of CCFP
Funding Request

Self-Sufficiency

Goal: Families and individuals, including seniors and persons with disabilities, are healthy, stable, and independent

Affordable Housing

Goal: Families and individuals, including seniors and persons with disabilities, have a home

Youth

Goal: Youth have knowledge, skills, and abilities to make safe responsible decisions

Basic Needs

Goal: Families and individuals, including seniors and persons with disabilities, meet their basic needs

TOTAL 100%

7. Of the clients served, estimate percentage that meets the Community Services Block Grant (CSBG) income level (125% of poverty). See page 140 of the Technical Workbook. _____
8. Of the clients served, estimate percentage that meet the Community Development Block Grant (CDBG) income levels (extremely low, low, low/moderate). See page 148 of the Technical Workbook. _____
9. Please choose the appropriate box(es): ☐ New Project ☐ Currently funded through CCFP
10. **PROJECT TYPE:** (Please check one)
 - a. Human Service Project (Non Capital) ☐
 - b. Affordable Housing Capital Project ☐
 - c. Administration of Affordable Housing Capital Project ☐
11. Human Service Region(s) to be served: (Please check all that apply, see Technical Workbook for Map.)
ONE ☐ **TWO** ☐ **THREE** ☐ **FOUR** ☐

12. Project Summary

- a. Briefly describe the **service** this project will provide (Include the priority areas addressed):

- b. The **need** this program/project addresses is:

- c. The **population** to be served is:

- d. **Funds** will be used to:

MUST BE COMPLETED BY ALL APPLICANTS

FORM 3

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

PROJECT OUTCOME WORKSHEET

(COMPLETE A SEPARATE FORM FOR EACH PROPOSED PROJECT OUTCOME.) (Outcome _____ of _____)

A. ORGANIZATION:	
B. PROJECT:	
C. NEED/PROBLEM:	
D. ACTIVITY/SERVICE PROVIDED:	
E. IMPACT ON INDIVIDUALS/FAMILIES SERVED:	
F. OUTCOME TO BE ACHIEVED*:	
G. OUTCOME INDICATORS*:	
H. MEASUREMENT SYSTEM*:	
I. TOTAL ESTIMATED NUMBER OF INDIVIDUALS & HOUSEHOLDS EXPECTED TO RECEIVE ACTIVITY/SERVICE: FY 2007 Individuals: _____ Households: _____ FY 2008 Individuals: _____ Households: _____	J. TOTAL ESTIMATED NUMBER & PERCENTAGE OF INDIVIDUALS & HOUSEHOLDS EXPECTED TO ACHIEVE OUTCOME: FY 2008 Individuals: _____ Number _____ Percentage _____ Households: _____ FY 2008 Individuals: _____ Number _____ Percentage _____ Households: _____

* See definition for these terms in the Glossary of the Technical Workbook.

FORM 4

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

PROJECT BUDGET REQUEST

PROJECT: _____ ORGANIZATION: _____

BUDGET	ACTUAL FISCAL YEAR		PROPOSED FISCAL YEAR		PROPOSED FISCAL YEAR	
	2006		2007		2008	
	TOTAL PROJECT BUDGET	CURRENT CCFP SUPPORT	TOTAL PROJECT BUDGET	CCFP BUDGET REQUEST	TOTAL PROJECT BUDGET	CCFP BUDGET REQUEST
PERSONNEL COSTS						
Fringe Benefits						
Payroll Taxes						
TOTAL PERSONNEL						
DIRECT COSTS						
Rent/Mortgage						
Space Utilities/Maintenance						
Audit						
Financial Services						
Consultant Services						
Insurance						
Equipment Purchase/Lease						
Supplies						
Telecommunications						
Printing/Copying						
Postage						
Training						
Travel						
Direct Assistance						
Other (Explain in Narrative)						
TOTAL DIRECT COSTS						
Management & General						
Indirect Cost						
Rehabilitation						
Acquisition						
Construction						
TOTAL BUDGET						

NOTE: "Total Project Budget" means the total cost of conducting the project in Fairfax County (CCFP funds requested included). "CCFP Budget Request" should reflect the portion of the total budget to be funded by CCFP only.

FORM 4B

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

PROJECT PERSONNEL BUDGET REQUEST

PROJECT: _____ ORGANIZATION: _____

[illegible]

NOTE: Totals from this form will be reflected on Form 4 Personnel Costs and added to the "Total Personnel" line.

FORM 5

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

ESTIMATED PROJECT REVENUE

EXCLUDING CONSOLIDATED COMMUNITY FUNDING POOL FUNDS

PROJECT: _____ ORGANIZATION: _____

RESOURCE	FY 2006			FY 2007			FY 2008		
(List each Resource by Name)	CASH	NON-CASH	TOTAL	CASH	NON-CASH	TOTAL	CASH	NON-CASH	TOTAL
Federal									
State									
County (non CCFP)									
United Way									
Foundations									
Fund Raising/ Donations									
Client Payments									
Financing/Loans									
# of Professional Volunteers									
Value of Professional Volunteer Hours									
# of Non-Professional Volunteers									
Value of Non- Professional Hours									
Other									
TOTAL									
Percent of Total Budget as Presented on Form 4	%	%	%	%	%	%	%	%	%

MUST BE COMPLETED BY ALL APPLICANTS

FORM 6

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS
DEVELOPMENT PROJECT SUMMARY

PROJECT: _____ ORGANIZATION: _____

1. PROJECT ADDRESS: _____

2. PROJECT LOCATION: _____

3. NUMBER OF UNITS: _____
4. TYPE OF PROJECT: ☐ Rental ☐ Home Ownership
5. TYPE OF UNITS: (single family, townhouse, condominiums, etc.) _____

6. TYPE OF DEVELOPMENT:
☐ New Construction ☐ Acquisition ☐ Rehabilitation Only ☐ Acquisition & Rehabilitation
7. IF EXISTING, YEAR PROJECT BUILT: _____
8. PROJECT DEVELOPMENT TEAM MEMBERS: (names and expertise) _____

FORM 7

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS PRIORITIES FOR HOUSEHOLD CATEGORIES

PROJECT: _____ ORGANIZATION: _____

Indicate the number of households to be served on the following chart for each category of the priority household populations applicant's project is designed to serve. Include the total number (#) of households below for each priority. Indicate the number of very low-income households (at or below 50% MSA Median Income) for each priority. (See Technical Workbook — CDBG Income Limits). Indicate grand total of households for all three priorities and for very low income.

<p style="text-align: center;">HIGH PRIORITY HOUSEHOLDS</p> <ul style="list-style-type: none"> • Homeless persons, both families and individuals (with or without special needs) • Small (2 to 4 persons) related renter households • Large (5 or more persons) related renter households • Non-homeless persons with special needs 	<p style="text-align: center;">NUMBER OF HOUSEHOLDS SERVED</p> <p># _____</p> <p># _____</p> <p># _____</p> <p># _____</p> <p>Total # High Priority:</p> <p>Total # Very Low Income:</p>
<p style="text-align: center;">MIDDLE PRIORITY HOUSEHOLDS</p> <ul style="list-style-type: none"> • Elderly renter households (based on continuation of existing programs) • Existing home owners (preservation of existing affordable owner-occupied housing) • Low/moderate income first-time homebuyers (with or without children) 	<p style="text-align: center;">NUMBER OF HOUSEHOLDS SERVED</p> <p># _____</p> <p># _____</p> <p># _____</p> <p>Total # Middle Priority:</p> <p>Total # Very Low Income:</p>
<p style="text-align: center;">LOW PRIORITY HOUSEHOLDS</p> <ul style="list-style-type: none"> • All other non-elderly renter households without special needs (primarily singles) • Very low income first-time home buyers (due to excessive cost burden or subsidy cost for this group) 	<p style="text-align: center;">NUMBER OF HOUSEHOLDS SERVED</p> <p># _____</p> <p># _____</p> <p>Total # Low Priority:</p> <p>Total # Very Low Income:</p> <p>GRAND TOTAL # All 3 Priorities:</p> <p>GRAND TOTAL # Very Low Income:</p>

MUST BE COMPLETED BY HOUSING CAPITAL PROJECTS APPLICANTS ONLY

FORM 8

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS IMPACT ON AFFORDABLE HOUSING STOCK

PROJECT: _____ ORGANIZATION: _____

TYPE OF PROPOSED PROJECT: *(Check One)*:

☐ RENTAL DEVELOPMENT ☐ HOME OWNERSHIP

COMPLETE THE FOLLOWING, AS APPLICABLE, TO PROPOSED PROJECTS:

A. Project produces new affordable units in an area with *(Check One)*:

- ☐ a moderate number of affordable units
☐ few existing affordable units

1. Estimated total # of housing units in area _____

2. Estimated total # of existing affordable housing units in area _____

3. Estimated total # of new affordable housing units in area project will produce _____

4. Source of information for 1-2 above _____

B. Project preserves and/or rehabilitates existing affordable units? Yes ☐ No ☐

1. Project is in a targeted area:

- Designated by the Board of Supervisors
(e.g. Conservation/Redevelopment Areas or Rehabilitation Districts)? Yes ☐ No ☐
■ Designated by the legislative body of a Participating Jurisdiction? Yes ☐ No ☐

2. If the project is in a designated area, identify the area: _____

3. Identify age of housing units to be preserved and/or rehabilitated: _____

4. Identify the condition of the housing units to be preserved and/or rehabilitated *(Check One)*:

- ☐ Minor rehabilitation required (total rehabilitation costs below \$25,000 per unit)
☐ Substantial rehabilitation required (total rehabilitation costs \$25,000 or more per unit)

5. Provide other information relevant to the condition of the units below:

FORM 9

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS PROJECT READINESS

PROJECT: _____ ORGANIZATION: _____

TYPE OF PROPOSED PROJECT: (Check One):

☐ RENTAL DEVELOPMENT ☐ HOME OWNERSHIP

PLEASE CHECK YES OR NO, as appropriate for the proposed project, and provide attachments as indicated, in the sequence below. CLEARLY LABEL REQUESTED ATTACHMENTS as directed below.

1. Do you have a site identified? If Yes, provide location site map(s) for the project(s). <i>Label as Attachment 9a.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you have site control? Attach purchase agreement, title, or other evidence. <i>Label as Attachment 9b.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you have a feasibility study? Submit one copy as an attachment. <i>Label as Attachment 9c.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you have a market analysis? Submit one copy as an attachment. <i>Label as Attachment 9d.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the property require rezoning/special use permit? If so, has a request for rezoning or special use been filed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are utilities available at the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Has an environmental audit of the site been undertaken?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do you have schematics and a preliminary site plan for the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you have detailed cost estimates for rehab work? If yes, submit one copy and identify source of estimates. <i>Label as Attachment 9e.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Do you have an engineering report detailing property condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Has an appraisal been completed for the property? If Yes, what is the appraised value of the property? What is the assessed value of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	\$ _____	
	\$ _____	
12. Has total project financing been identified for this project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Is project ready for implementation, assuming CDBG funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Has the proposed project been described to the appropriate member of the Board of Supervisors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

MUST BE COMPLETED BY HOUSING CAPITAL PROJECTS APPLICANTS ONLY

FORM 10

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

**AFFORDABLE HOUSING CAPITAL PROJECTS
APPLICANT EXPERIENCE AND QUALIFICATIONS**

PROJECT: _____ ORGANIZATION: _____

Number of years organization in operation: _____ Date Incorporated: _____

Number of years organization in housing development: _____

1. Total number of units produced: _____
- rehabilitated: _____
- owned: _____
- managed: _____
- constructed: _____

2. Estimate percentage of above total housing units produced that served low and moderate income persons:

50% of median and below: _____

80% of median and below: _____

3. Number of employees and/or volunteers in organization:

full time: _____

part time: _____

volunteers: _____

4. Number of employees and/or volunteers to work on project:

full time: _____

part time: _____

volunteers: _____

FORM 11

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS PROPOSED OCCUPANCY AND RENT SCHEDULES

PROJECT: _____ ORGANIZATION: _____

COMPLETE FOR RENTAL PROJECTS ONLY:

Occupancy Income Limits*:	
Total # Units in Proposed Project:	
Affordable Units:	
_____ # units at or below 30% MSA	_____ # units at or below 60% MSA
_____ # units at or below 50% MSA	_____ # units at or below 80% MSA
Market Rate Units:	
_____ # units at market rate	

RENT SCHEDULE:

UNIT TYPE	TOTAL NO. OF UNITS BY TYPE	RENT	UTILITIES	INCOME SERVED AS PERCENT OF MSA*

Does the project involve any temporary relocation?

Yes ☐ No ☐

PROJECTS REQUIRING PERMANENT RELOCATION WILL NOT BE CONSIDERED

*MSA refers to Metropolitan Statistical Area Median Income: See Technical Workbook

FORM 12

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS
HOMEOWNERSHIP HOUSING

PROJECT: _____ ORGANIZATION: _____

COMPLETE FOR HOMEOWNERSHIP PROJECTS ONLY:

DEVELOPMENT DESCRIPTION:

No. of Units	Square Footage	No. of Bedrooms/Baths	Structure ¹ Type	Type of ² Construction	Cost/Unit	Sales Price/Unit
					\$	\$

TARGETED PURCHASERS:

No. of Purchasers:	Income as a % of MSA: ³

Does the project involve any temporary relocation? Yes ☐ No ☐

PROJECTS REQUIRING PERMANENT RELOCATION WILL NOT BE CONSIDERED.

¹Detached, townhouse, multifamily.
²Stick-built, modular, panelized, manufactured.
³See chart in Technical Workbook.

FORM 13

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS DETAILED ESTIMATE OF DEVELOPMENT COSTS

PROJECT: _____ ORGANIZATION: _____

CONTRACT COSTS	ESTIMATED BUDGET COSTS	SUBTOTAL/TOTAL
1. Land Improvements		
a. Off-Site		
b. On-Site		
c. Landscaping		
d. Engineering Fee (<i>construction</i>)		
SUBTOTAL LAND IMPROVEMENTS		\$
2. Structures		
a. Residential		
b. Non-Residential		
SUBTOTAL STRUCTURES		\$
3. Other costs		
a. General Requirements		
b. Builders Overhead		
c. Builders Profit		
d. Developers Fee		
e. Building Permits		
f. Completion Assurance Letter of Credit		
g. Consultant Fee		
h. Other (<i>describe</i>)		
SUBTOTAL OTHER COSTS		\$
DEVELOPMENT COSTS		
1. Site Engineering/Survey		
2. Design & Supervising Architect(s)		
3. Soil Borings/Geotechnical		
4. Environmental Phase I		
5. Appraisal		
6. Mortgage Placement Fee		
7. Construction Interest		
8. Taxes during Construction		
9. Insurance during Construction		
10. Title/Recording Expense		
11. Legal Fees		
12. Cost Certification		
SUBTOTAL DEVELOPMENT COSTS		\$
LAND/ACQUISITION/DEVELOPMENT COSTS		
1. Total Improvement Cost		
2. Cost of Land/Acquisition		
3. Other		
SUBTOTAL LAND/ACQUISITION/DEVELOPMENT		\$
TOTAL DEVELOPMENT COSTS		\$

FORM 14

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS

DETAILED ESTIMATE OF ANNUAL OPERATING EXPENSES

PROJECT: _____ ORGANIZATION: _____

EXPENSE (complete unshaded areas only)	PER UNIT	ANNUAL	SUBTOTAL/TOTAL
ADMINISTRATIVE			
1. Advertising/Marketing			
2. Office Costs			
3. Management Fee % EGI			
4. Salaries			
5. Legal			
6. Auditing			
7. Bookkeeping/Accounting Fees			
8. Telephone			
9. Other Administrative			
SUBTOTAL ADMINISTRATIVE	\$		\$
UTILITIES			
1. Fuel Oil			
2. Electric			
3. Water			
4. Gas			
5. Sewer			
SUBTOTAL UTILITIES	\$		\$
OPERATING & MAINTENANCE			
1. Janitor/Cleaning Cost			
2. Exterminating Cost			
3. Trash Removal			
4. Security Cost			
5. Grounds Cost			
6. Maintenance/Repairs Cost			
7. Elevator Maintenance Cost			
8. Heating/Cooling Repairs & Maintenance			
9. Snow Removal			
10. Decorating Cost			
11. Miscellaneous			
TOTAL OPERATING & MAINTENANCE	\$		\$
TAXES AND INSURANCE			
1. Real Estate Taxes			
2. Payroll Taxes			
3. Miscellaneous Taxes/Licenses/Permits			
4. Property & Liability Insurance			
5. Other Insurance			
7. Fidelity Bond			
8. Workers' Compensation			
9. Health Insurance & Employee Benefits			
SUBTOTAL TAXES AND INSURANCE	\$		\$
TOTAL OPERATING EXPENSES	\$		\$
REPLACEMENT RESERVES			
TOTAL EXPENSES			\$

FORM 15

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

AFFORDABLE HOUSING CAPITAL PROJECTS PROJECT COSTS AND FINANCING

PROJECT: _____ ORGANIZATION: _____

TOTAL DEVELOPMENT COSTS (From Form 13):		\$
TOTAL DEVELOPMENT COST PER UNIT:		\$
PROJECT FINANCING:		
<i>(If additional space is needed, insert no more than one additional page following this one, and clearly label as Form 15)</i>		
Proposed CDBG Program Funds	\$	
Equity		
Source: _____	Amt: \$ _____	Committed Yes <input type="checkbox"/> No <input type="checkbox"/>
Source: _____	Amt: \$ _____	Committed Yes <input type="checkbox"/> No <input type="checkbox"/>
Source: _____	Amt: \$ _____	Committed Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Equity	\$	
Loans		
1st Trust \$ _____ at _____ % for _____ months Source _____		
Committed (Yes <input type="checkbox"/> No <input type="checkbox"/>)		
2nd Trust \$ _____ at _____ % for _____ months Source _____		
Committed (Yes <input type="checkbox"/> No <input type="checkbox"/>)		
3rd Trust \$ _____ at _____ % for _____ months Source _____		
Committed (Yes <input type="checkbox"/> No <input type="checkbox"/>)		
Total Loans	\$	
TOTAL PROJECT FINANCING		\$
CDBG AS % OF TOTAL PROJECT FINANCING:		%
Do you expect to use FCRHA-issued tax-exempt bonds for any part of the financing? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you plan to sell tax credits to raise equity? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, in what amount? \$ _____		

FORM 16

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2007-2008

**AFFORDABLE HOUSING CAPITAL PROJECTS
PRO FORMA**

PROJECT: _____ ORGANIZATION: _____

COMPLETE FOR RENTAL PROJECTS ONLY:

Provide information for the first five full years of stabilized occupancy.
Please fill in the blanks with the actual years included in your projection.

FIVE-YEAR PROJECT PRO FORMA	YEAR 1 _____	YEAR 2 _____	YEAR 3 _____	YEAR 4 _____	YEAR 5 _____
ANNUAL REVENUES					
1. Annual Rental Income	\$	\$	\$	\$	\$
2. Other Annual Income (<i>list</i>) _____	\$	\$	\$	\$	\$
3. GROSS INCOME	\$	\$	\$	\$	\$
4. Minus 5% Vacancy Loss	\$	\$	\$	\$	\$
5. EFFECTIVE GROSS INCOME (#3 minus #4)	\$	\$	\$	\$	\$
6. Operating Expenses	\$	\$	\$	\$	\$
7. NET OPERATING INCOME (NOI) (NOI = #5 minus #6)	\$	\$	\$	\$	\$
8. Debt Service	\$	\$	\$	\$	\$
9. CASH FLOW AFTER DEBT SERVICE (#7 minus #8)	\$	\$	\$	\$	\$
10. DEBT COVERAGE RATIO (#7 / #8)					
11. OPERATING COST PER UNIT (#6 / Total # Units)					

PROPOSAL CHECKLIST

- ☐ FORM 1 — PROPOSAL COVER SHEET
- ☐ TABLE OF CONTENTS
- ☐ FORM 2 — PROPOSAL SUMMARY SHEET
- ☐ WRITTEN NARRATIVE
(Includes Demonstration of Need, Approach, Organizational Capacity, Budget and Budget Justification)
- ☐ FORM 3 — PROJECT OUTCOME
- ☐ FORM 4 — PROJECT BUDGET REQUEST
- ☐ FORM 4B —PROJECT PERSONNEL BUDGET REQUEST
- ☐ FORM 5 — ESTIMATED PROJECT REVENUE

HOUSING CAPITAL PROJECTS ONLY

- ☐ FORM 6 — DEVELOPMENT PROJECT SUMMARY
- ☐ FORM 7 — CONSOLIDATED PLAN PRIORITIES FOR HOUSEHOLD CATEGORIES
- ☐ FORM 8 — IMPACT ON AFFORDABLE HOUSING STOCK
- ☐ FORM 9 — PROJECT READINESS
- ☐ FORM 10 —APPLICANT EXPERIENCE & QUALIFICATIONS

HOUSING CAPITAL (RENTAL PROJECTS ONLY)

- ☐ FORM 11 —PROPOSED OCCUPANCY & RENT SCHEDULES
- ☐ FORM 13 —DETAILED ESTIMATE OF DEVELOPMENT COSTS
- ☐ FORM 14 —DETAILED ESTIMATE OF ANNUAL OPERATING EXPENSES
- ☐ FORM 15 —PROJECT COSTS & FINANCING
- ☐ FORM 16 —PRO FORMA

HOUSING CAPITAL (HOMEOWNERSHIP PROJECTS ONLY)

- ☐ FORM 12 —HOMEOWNERSHIP HOUSING WORKSHEET
- ☐ FORM 13 —DETAILED ESTIMATE OF DEVELOPMENT COSTS
- ☐ FORM 15 —PROJECT COST & FINANCING

ATTACHMENTS

- ☐ Organization's Mission Statement and/or Strategic Plan
- ☐ Current list of Board of Directors
- ☐ Board of Director's Roles and Responsibilities
- ☐ Project Position Descriptions
- ☐ Project Staff Resumes
- ☐ Project Performance Evaluation
- ☐ 501(c)3 Certificate or Letter of Application
- ☐ Current Financial Audit and Management Letter
- ☐ Current Federal Tax Form 990
- ☐ FY 2005 Organization-wide Budget
- ☐ Cooperative Agreement or Letter (if applicable)
- ☐ Collaborative Agreement or Letter (if applicable)

HOUSING PROJECTS ONLY

- ☐ Project Readiness
- ☐ Site Location Map
- ☐ Evidence of Site Control
- ☐ Feasibility Study
- ☐ Market Analysis
- ☐ Cost Estimates for Rehabilitation Work

